

DEC 9 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Survey of Signal Center Cable Reference Service

1. Reference is made to your memorandum to me, subject as above, which transmitted a report of subject survey, and requested my concurrence or comments. While I concur in most of the recommendations contained in the study, but not in all in their entirety, I believe it desirable to present for your consideration the following:

Para. 5, ACTION RECOMMENDED:

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A. Concur, however there remain to be agreed such matters as: (1) who shall be responsible for turning over to the courier the daily deposits, i. e., Signal Center or Cable Secretary? (2) what system of receipts is to be used? (3) where shall the daily deposits be stored at [REDACTED] (4) who shall be responsible for destruction of the daily deposits after the microfilm copy is deposited? and (5) similar details of related nature. I believe these can be worked out by your representative together with representatives of the Signal Center and the Cable Secretary.

7 B. Concur. I lean toward consolidation.

✓ C. Concur. This should be done at once.

D. I do not concur in this recommendation, first, because the proposed numbering system is not necessary, and second, because it causes unnecessary inconvenience. It is required that customers using the reference service identify the desired cable by message number, or by date and in or out number. It is most unusual, I am informed, that users have only the in-number or the out-number. I do not believe it desirable to use the proposed inconvenient system of numbering for the few who do not take the trouble to give the message number, or the date as well as the in or out number.

2. With regard to Cable Secretary's memorandum dated 15 November 1954, attached to the study, I recommend that his comments be considered when the survey referred to under paragraph 5b of the study is undertaken.

3. With regard to Cable Secretary's memorandum dated 3 December 1954, also attached to the study, it appears to me that he has a misunderstanding of the purpose of the daily deposits of cables at [REDACTED] This is not to create "an additional reference file of cables", but is to provide protection for current cables until microfilming can be completed. It would be used as a reference file only in the event the reference file in Washington was destroyed or was inaccessible due to disaster.

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[REDACTED]
Assistant Director for Communications

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2 Attachments

- 1 - Memo dtd 11/5/54
fm Ch Mgt Staff to ADCO
- 2 - Memo dtd 12/3/54
fm Cab Secy to Ch Mgt Staff